



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
CINCINNATI PROCUREMENT OPERATIONS DIVISION
CINCINNATI, OHIO 45268

SUBJECT: Request for Task Order Proposal, Tracking Number PR-R5-19-00304
Revised August 21, 2019

FROM: Lawrence Edelmann
Contracting Officer

TO: Multiple Award Contract Holders under TSAWP II

Attached is request for task order proposal for the subject tracking number which is issued for competition for the project entitled, "Wisconsin Fox River (Illinois) Monitoring Project -Total Phosphorus (TP), Total Suspended Solids (TSS) and Dissolved Ortho Phosphates (DOP)"

The program 's budgetary constraints have been addressed and the program has reverted to the PWS, Task Order Clauses, and Technical Evaluation Criteria that were issued to TSAWP II contract holders on June 17, 2019 (as Revision 1 of the June 6, 2019 release). If your initial technical proposal and/or cost proposal submissions remain valid (from June 28, 2019), please document its validity in your response.

The government requests you prepare a proposal (cost and technical) for the task order. Request the proposals be submitted to edelmann.lawrence@epa.gov by 3:00 PM ET on August 28, 2019. The technical proposal is limited to twelve (12) pages. A firm fixed price to be paid shall be provided in the contractor's cover letter to the Task Order Proposal. The price proposal shall break out the price per task and provide a total overall price for the entire effort. Proposals shall also include the required conflict of interest certification.

The following documents provided for this solicitation will become part of the Task Order Award:

- Performance Work Statement
- Task Order Clauses

Award of a Firm Fixed Price task order will result. The period of performance for this Task Order is anticipated to be September 15, 2019 to December 31, 2021. Please see attached technical evaluation criteria which will be used to evaluate the offer. Award will be based on selection of the technically acceptable proposal with the lowest evaluated cost/price.

Any questions should be directed to edelmann.lawrence@epa.gov within five days of issuance of this Solicitation.

A handwritten signature in black ink, appearing to read "Lawrence B. Edelmann", is positioned above the printed name.

08/21/2019

**ELECTRONIC
SIGNATURE**

LAWRENCE B. EDELMANN
Contracting Officer

Cc:
Danita Bowling, Contractor Level COR
Damon Highsmith, Alternate Contractor Level COR

Amendment 1

LOCAL CLAUSE EPA-F-12-101 PERIOD OF PERFORMANCE

The period of performance of this contract shall be from Award through 12/31/2021 inclusive of all required reports.

EPAAR 1552.237-72 KEY PERSONNEL. (APR 1984)

(a) The Contractor shall assign to this contract the following key personnel:

Monitoring Project Manager: TBD

Project Field Personnel: TBD

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

LOCAL CLAUSE EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES

Task Order Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:

Task Order COR (TOCOR): Christine Urban, urban.christine@epa.gov PH 312-886-3493

Alternate Task Order COR (Alt TOCOR): Colin Geisenhoffer, geisenhoffer.colin@epa.gov PH 312-886-6744

Contracting Officials responsible for administering this contract are as follows:

Contracting Officer: Lawrence Edelmann, US EPA. Cincinnati Acquisition Division, 26 W MLK Dr. MS W136A, Cincinnati, Ohio 45268 edelmann.lawrence@epa.gov

PERFORMANCE WORK STATEMENT, Amendment 1
TASK ORDER - PR-R5-19-00304

TASK ORDER CONTRACT OFFICER REPRESENTATIVE (TOCOR):

Christine Urban
U.S. EPA
Phone: 312-886-3493
FAX: 312-886-7804
E-mail: urban.christine@epa.gov

ALTERNATE TASK ORDER CONTRACT OFFICER REPRESENTATIVE (Alt-COR):

Colin Geisenhoffer
U.S. EPA
Phone: 312-886-6744
E-mail: geisenhoffer.colin@epa.gov

A. TITLE: Wisconsin Fox River (Illinois) Monitoring Project -Total Phosphorus (TP), Total Suspended Solids (TSS) and Dissolved Ortho Phosphates (DOP)

B. PERIOD OF PERFORMANCE: Task Order Award to December 31, 2021

C. BACKGROUND

The Fox River basin in Southeastern Wisconsin is located in portions of seven counties, contains entirely or portions of 10 cities, 22 villages, and 42 towns. The basin is home to about 500,000 people. The Fox River headwaters are in the Halbach Swamp, 1 mi (1.6 km) southeast of the community of Colgate, Wisconsin. The Wisconsin Fox River (together with the Illinois portion make up hydrologic unit code 07120006) flows past the communities of: Menomonee Falls, Brookfield, Waukesha Big Bend, Waterford, Rochester, Burlington, Wheatland, Silver Lake and Wilmot, for a total of 84 miles (135 km) in Wisconsin.

Near Tichigan, Wisconsin, just south of Big Bend, the river connects in several small lakes (Buena Lake) and a larger lake named Tichigan Lake. The southern end of this section, Foxwood Isle separates the main dam to its west and a spillway to the east there is a large dam in Waterford and forming a navigable waterway which is one of the busiest in southeastern Wisconsin. There is a small dam further south in downtown Rochester, Wisconsin. The river then flows south and joins the White River around Burlington, and then flows on to Wilmot. The Wisconsin Fox River (Illinois) is a tributary to the Illinois River flows from Wisconsin through Illinois and which is a tributary to the Mississippi.

The Fox River in Wisconsin is a mixture of agriculture and urban land use. Portions of four streams (9.2 total stream miles) and two lakes within the Southeast Fox River basin are designated as outstanding or exceptional resource waters. A number of the Fox River segments in Southeastern Wisconsin are identified on the State of Wisconsin's 2018 303(d) list of impaired waters as requiring a Total Maximum Daily Load (TMDL) because they do not meet the

Wisconsin water quality standard for *Total Suspended Solids (TSS)* and *Total Phosphorus (TP)*. *Dissolved ortho phosphorus (DOP)* data will be used by Wisconsin Department of Natural Resources? (WDNR) to identify appropriate controls and management practices to address the impairments. These three pollutants are the focus of the monitoring described in this Performance Work Statement (TASK ORDER) under the above task order.

Sampling data collected under this task order will help Wisconsin DNR with model calibration when developing TMDLs for the impaired portions of the Fox River Southeastern Wisconsin TMDL. This monitoring project also supports to support efforts to implement the CWA through EPA's Section 303(d) Program Vision.



D. SCOPE of WORK

The Fox (Illinois) River has been identified as the next TMDL project for WDNR under the TMDL Vision process. This monitoring project would collect the water chemistry data for watershed model calibration. The monitoring approach will supplement ongoing monitoring at the two LTT sites and at the USGS gages in the basin. Parameters, including TP, DOP, and TSS, will be collected 8 sites two times a month, for 8 summer months and parameters once per month

for 4 winter months (excluding the first month of the first project year).

E. TASKS FOR WISCONSIN FOX RIVER (LLINOIS) MONITORING for TP, DOP, and TSS

TASK 1: Task Order Kick off Call

Within 10 days of the award of this task order, the contractor shall participate in a conference call with EPA and Wisconsin Department of Natural Resources (WDNR) to discuss the specifics of the task order and to ensure that all parties understand the objectives of the Quality Assurance Project Plan (QAPP), sample collection, and other tasks in the task order. All parties involved in this monitoring project will designate a conference call time once a month to share project progress with the monitoring project team. EPA may schedule additional conference calls as needed. The conference call shall occur to the full satisfaction of EPA and WDNR before the contractor initiates any sampling efforts.

TASK 1: Deliverables

During the kick-off call the contractor and EPA will schedule monthly status calls. These calls will be scheduled at a mutually agreed upon day and time each month for the duration of the project. The contractor will provide meeting notes for the kick off call and each monthly conference call in electronic mail format to the monitoring project team.

TASK 2: Develop a Quality Assurance Project Plan (QAPP)

The information in this task order provides basic information for estimating costs for the project. A Wisconsin DNR sampling SOP is included as a supplement to information in this PWS. The QAPP shall establish the sampling procedures, quality control checks, data management, and reporting which are consistent with requirements set forth in the SOP provided by Wisconsin DNR and Wisconsin's Quality Assurance protocol documents supplied by the EPA-TOCOR. If EPA or WDNR provide written comments on the QAPP the contractor shall make modifications to the QAPP in accordance with these comments within 5 business days of receipt of the comments. If necessary, a conference call shall be scheduled to discuss the comments. If a conference call is held the contractor shall make modifications to the QAPP within 5 business days of the conference call.

TASK 2: QAPP Deliverables

Draft QAPP, Revisions, Final QAPP, and Quality Assurance Summary

If EPA or WDNR provide written comments on the QAPP the contractor shall make modifications to the QAPP in accordance with these comments within 5 business days of receipt of the comments and provide a final QAPP by November 1, 2019. The contractor shall also provide quality assurance summary (QAR) describing how sampling, monitoring, and analysis were conducted in accordance with the QAPP and any problems, issues and necessary corrective measures are taken at the end of the project. The contractor shall submit the summary with the final monitoring report.

TASK 3: Sample Collection and Analysis

Task 3.1 Water Sample Collection

The contractor shall collect samples and have them analyzed by a certified laboratory in accordance with the Wisconsin DNR sampling SOP, approved QAPP and EPA approved methods. The contractor shall collect samples from November 15, 2019 through November 14, 2021. The contractor shall conduct trips to collect a *TP*, *DOP* and *TSS* sample at each of 8 stations listed in Table 1 of this task order. Precipitation records during the sampling period shall be kept.

More site specifics will be provided in the QAPP but in general the monitoring effort for *TP*, *DOP* and *TSS* shall be as follows.

Frequency of Sampling

This TASK ORDER anticipates the collection of 1,056 contaminant and blank samples during the period between November 15, 2019 through November 14, 2021. **Each parameter shall be collected in a separate sample container as follows:**

- 1 – TP, acid preserved**
- 2 – DOP – non-preserved and field filtered**
- 3 – TSS larger volume bottle non-preserved**

Winter months:

The contractor shall conduct one sampling trip for each of the 4 winter months of the year. During each trip the contractor shall collect 3 contaminant samples, plus blanks, per station for each of 8 stations.

(1 trip per month) x (4 months) = 4 trips for winter (for each of 8 stations)

Non-winter months:

The contractor shall conduct two sampling trips for each of the 8 non-winter months of the year. During each trip the contractor shall collect 3 contaminant samples, plus blanks, per station for

each of 8 stations

$(2 \text{ trips per month}) \times (8 \text{ non-winter months}) = 16 \text{ trips for nonwinter (for each of 8 stations)}$

The total sampling effort for this task order will consist of 20 sampling trips per station.
for each of the 2 sampling years of the project period.

$40 \text{ trips} \times 8 \text{ sites} \times 3 \text{ samples/sites} = 960 \text{ contaminant samples}$

Blanks:

The number of blanks that will be collected as required by the State of Wisconsin's water quality sampling protocol, and as documented in the QAPP. For the purpose of estimating the cost of field blanks, add 1 blank for every 10 samples collected (10%).

The total sampling effort for this task order will consist of 40 sampling trips per station, within the 2-year project period.

$40 \text{ trips} \times 8 \text{ sites} \times 3 \text{ samples/sites} = 960 \text{ contaminant samples}$

$960 \times .1 = 96 \text{ blanks}$

$= 1,056 \text{ samples total}$

Sapling methods to be used:

for TP - EPA 365.1,

for DOP - SM 4500PE,

for TSS - SM2540D.

Geographical Scope of the Project

The water column sampling in the Fox River (IL) in Southeastern Wisconsin will include 8 sample stations. Their locations are listed by latitude and longitude in Table 1 (reproduced from the 2013 FSP) and Figure 1 (reproduced from the FSP 2013) which shows the proposed locations for water column sampling in the Middle and Lower river.

Table 1. Latitude and Longitude for Each Project Monitoring Station

Station ID	Station Name	Water Body Name	Latitude	Longitude
10021230	Fox River Above Rochester Dam	Fox River	42.71505	-88.22442
10032437	Fox River at STH 20/30 Waterford	Fox River	-42.76307	-88.2134
10046937	Fox River at CTH ES	Fox River	42.87569	-88.3065
10010534	Mukwonago River - Upstream of HWY 83	Mukwonago River	42.85642	-88.3289

10040134	Honey Creek 1400ft N of CTH DD/Academy Rd	Honey Creek	42.72292	-88.3111
10029083	Sugar Creek at Potter Road	Sugar Creek	42.71475	88.3418
10012203	White River - 10 M Upstream Of Hwy 36	White River	42.66488	-88.3184
303054	Des Plaines River at 122nd St (CTH ML)	Des Plaines River	42.50208	-87.9256

The contractor shall conduct all sampling, monitoring, and analysis in accordance with protocols established by Wisconsin state water quality standards, operating procedures and quality assurance requirements, as well as required analytical methods established by EPA and the state of Wisconsin.

TASK 3: Deliverables for Sample Collection and Analysis

The contractor shall submit sampling and lab analysis results for the 2019-2020 sample year (November 15, 2019- November 15, 2020) in a draft final report no later than December 30, 2020. The final report should summarize the project, sampling and monitoring efforts, lab analysis, quality assurance issues and how they were resolved, and sampling location maps. Two hard copies of the final report, one electronic copy in Microsoft Word format, and one electronic copy in Adobe PDF, shall be submitted to EPA. Electronic scans of lab analysis, sampling data sheets, and field notes shall be included in the draft report for this time period and may be transmitted with agreement from EPA and Wisconsin DNR. Electronic files containing any sampling data or lab analysis shall also be submitted.

TASK 4: Final Project Report and other Deliverables

The contractor shall all submit sampling and lab analysis results for the project years in a final Draft report no later than December 15, 2021. The final report should summarize the project, sampling and monitoring efforts, lab analysis, quality assurance report, and sampling location maps. Two hard copies of the final report, one electronic copy in Microsoft Word format, and one electronic copy in Adobe PDF, shall be submitted to EPA. Electronic scans of lab analysis, sampling data sheets, and field notes shall be included in the final report and may be transmitted electronically with agreement from EPA and Wisconsin DNR. This information may be included in appendices to the final report. Electronic files containing any sampling data or lab analysis shall also be submitted.

All information shall be finalized and included in appendices to the final report by the December 31, 2021 Deadline.

TASK 5: Monthly Conference Calls and Progress Reports

5.1 Conference Calls

The contractor shall schedule monthly conference calls with EPA and WDNR. During these

monthly conference calls, the contractor shall, at a minimum, provide an update on sampling efforts, identify problems or incidents which could delay completion of the monitoring efforts, and identify any deviations from the monitoring project plan or the QAPP. If requested by EPA, additional conference calls may be necessary.

The contractor shall plan for two follow-up conference calls or meetings with EPA and WDNR after submission of the final report. These conference calls or meetings will be an opportunity for EPA and WDNR to discuss the final report. Any written comments provided by EPA or WDNR on the final report shall be responded

Monthly phone calls with the monitoring team will provide the primary vehicle for identifying when these communications will occur, and the primary purpose and need for communications that occur outside of the presence of the EPA TOCOR. The Contractor may need to communicate with stakeholders and other entities of local, state and federal government to collect the necessary data and information to complete the tasks in this task order. For communications that occur outside of the presence of EPA TOCOR, the Contractor shall clearly identify to the EPA TOCOR, either through an electronic mail or as a resource in a deliverable, when and with whom such technical communications were held. The Contractor at no time shall take any technical direction from anyone other than the EPA TOCOR.

5.2 Monthly Progress Reports

The Contractor shall write and submit monthly progress reports to the EPA TOCOR. Progress reports shall describe completed work during the invoice period and should link to charges described in invoice documentation. The monthly progress reports shall provide the following information:

- Contract and task order number, reporting period, and contact information;
- Progress made during the report period toward completion of deliverables, including those regarding quality assurance;
- Schedule showing completed and upcoming deliverables;
- Projected activity to be completed for the next reporting period;
- Project variances and outstanding issues problems and deviations from the approved Quality Assurance Project Plan, work schedules, impediments encountered, and budget issues.
- An update on sub-Contractor use; and
- Financial status including cost for the reporting period, cost by activity, accumulated costs to date.

E. DELIVERABLES SUMMARY

All written deliverables shall be phrased in layperson language. Statistical and other technical terminology shall not be used without providing a glossary of terms.

TASK	DELIVERABLE	NO. OF COPIES	DUE DATE	Time for Review
1.0	-Kick off Meeting -Schedule monthly status calls -Notes from Kick off call	Electronic	-10 days of the award of this task order -within 5 calendar days of call	EPA draft review within 5 calendar days from receipt
2.0	Draft QAPP	Electronic	No later than 15 Calendar days from award	EPA draft review within 15 calendar days from date of receipt
2.0	Final QAPP	Electronic	5 business days after EPA comments	EPA Final review within 10 calendar days from date of receipt
3.0	Draft 2019-2020 Field Sampling Report	Electronic	No later than 410 Calendar Days from award	EPA draft review within 10 calendar days from date of receipt
4.0	Draft 2019-21 Field Sampling Report	Electronic	No later than 805 Calendar Days from award	EPA draft review within 5 calendar days from date of receipt (810 days)
4.0	Final 2019-21 Field Sampling Summary Report	Electronic	No later than 820 Calendar Days from award	EPA Final review within 15 calendar days from date of receipt
5.0	Monthly Meeting Notes	Electronic	3 business days after each meeting	EPA draft review within 10 calendar days from date of receipt
5.0	Monthly Activity Reports	Electronic	Within three (3) business days of submitting an invoice to EPA	EPA draft review within 10 calendar days from date of receipt

1. For each deliverable submitted electronically, the contractor shall submit electronic copies EPA TOCOR and project manager from WDNR in a format that EPA and WDNR can support. Deliverables shall be submitted through electronic mail, or through another method determined mutually acceptable by the contractor and EPA and WDNR.
2. For each deliverable submitted as a hard copy, the contractor shall submit two (2) hard copies to EPA. Electronic copies of all hard copy deliverables should be made available to EPA.
3. It is anticipated that each deliverable will be submitted in draft by the initial due date unless otherwise noted in this TASK ORDER. EPA, in consultation with WDNR will review the draft deliverables and provide comments. The Contractor shall respond to these comments within ten (10) work days unless otherwise specified in this TASK ORDER or otherwise directed by EPA TOCOR. Initial response to comments can be through electronic mail. Deliverables shall be revised upon direction from EPA TOCOR within a time frame mutually agreed upon by EPA, WDNR and the Contractor, but within at least three (3) work days and no more than 30 work days. EPA in consultation with WDNR will determine whether a deliverable is in an approvable and/or acceptable form. The EPA's determination will be based on the Contractor's clarifications and/or revisions, including any necessary re-submittals. Written direction from the EPA TOCOR can be through electronic mail
4. At the completion of the period of performance, or as requested throughout, the contractor shall provide electronic copies of all project files to EPA in CD-ROM or flash-drive format.

F. GOVERNMENT RESPONSIBILITIES

EPA has responsibility for reviewing and approving reports and final products generated under the contract within the time frames specified and for collating comments on deliverables received from the other members of the Wisconsin Fox River (Illinois) Monitoring Team.

G. TRAVEL

All travel under this Task Order shall be in compliance with contract requirements and only according to specific written technical direction from the TOCOR. The vast majority of interactions will be conducted through conference calls. Expenses for the monitoring trips should be included in cost estimates. When in-person meetings are required, the length of the meetings and the amount of contract personnel needed for each trip will be provided to the contractor through written technical direction from the TOCOR .

H. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative.

Any questions raised by the public regarding EPA policy should be responded to by EPA representatives, not the contractor personnel. If EPA is not available to respond, the contractor shall provide the public with an appropriate agency contact.

I. VALIDATION OF TASK ORDER DELIVERABLES FOR SECTION 508 COMPLIANCE

The Contractor shall support the TOCOR in conducting a "Final Deliverable Validation" to ensure compliance with Section 508 and the Federal Acquisition Regulations (FAR) related to "electronic and information technology (EIT) deliverables". The Contractor shall furnish certification, in writing, to the TOCOR that the Contractor has complied with EPAAR Clause 1552.211-79 "Compliance with EPA Policies for Information Resources Management" (Reference Contract Clause C-1), including the requirement that all electronic and information technology (EIT) deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/> Reference Contract Clause C-1 (c) and Attachment 1, Statement of Work (SOW), Section 2.5.3.4, 3.7, and 4.3.7.

J. NOTIFICATION OF COMPLETION OF TO DELIVERABLES

In the event that the TO reaches thirty (30) days prior to the end of the Period of Performance and the Contractor assesses that the deliverables, benchmarks or milestones will not be able to be completed, the Contractor shall immediately furnish written notification to the EPA TOCOR and the CO/CS.

K. CONTRACTOR EXPERIENCE REQUIREMENTS – KEY PERSONNEL

The following positions are considered "Key Personnel" in support of this contract initiative.

Monitoring Project Manager

Monitoring Project Manager should demonstrate examples of experience leading similar projects.

The Monitoring Project Manager is expected to have received current training, as specified by contractor's Health and Safety Plan.

The Monitoring Project Manager should be versed in procedures (holding times, etc.) used to

process and transport TP, DOP, and TSS water samples, and as described in Published EPA Methods and the *USGS National Field Manual for the Collection of Water-Quality Data*.

Project Field Personnel (Up to 2 Individuals)

Project Field Personnel should demonstrate a clear understanding of project objectives and data quality criteria is necessary to successfully participate in this on-going project.

Field sampling personnel should be experienced in techniques to successfully obtain without contaminating the TP, DOP, and TSS samples.

All field sampling personnel are expected to have received current training, as specified by contractor's Health and Safety Plan.

Field sampling personnel should be versed in procedures (holding times, etc.) used to process and transport TP, DOP, and TSS water samples, and as described in Published EPA Methods and the *USGS National Field Manual for the Collection of Water-Quality Data*.

L. SECURITY REQUIREMENTS:

No special security requirements are anticipated as part of this project.

M. DATA RIGHTS

EPA shall have unlimited rights to and ownership of all deliverables provided under this award, including reports, recommendations, briefings, work plans and all other deliverables including data acquired from the monitoring and analysis activities. This includes the deliverables provided under the basic. In addition, it includes any additional deliverables required by contract change. The definition of "unlimited rights" is contained in Federal Acquisition Regulation (FAR) 27.401, "Definitions." FAR clause 52.227-14, "Rights in Data-General," is hereby incorporated by reference and made a part of this contract/order.

N. SUPPORTING DOCUMENTS AND GUIDANCE

EPA Requirements for Quality Assurance Project Plans (QA/R-5). EPA/240/B-01/003. May 2006. (<http://www.epa.gov/quality/qs-docs/r5-final.pdf>)

"EPA Handbook for Developing Watershed Plans to Restore and Protect Our Waters," EPA 841-B-08-002, March 2008. (http://water.epa.gov/polwaste/nps/handbook_index.cfm)

Data Quality Assessment: A Reviewer's Guide (QA-G-9R). EPA/240/B-06/002. February 2006. (<http://www.epa.gov/QUALITY/qs-docs/g9r-final.pdf>)

"Guidance for Quality Assurance Project Plans for Modeling (QA/G-5M). EPA/240/R-02/007. December 2002. (<http://www.epa.gov/quality/qs-docs/g5m-final.pdf>)

Data Quality Assessment: Statistical Tools for Practitioners (QA/G-9S). EPA/240/B-06/003. February 2006. (<http://www.epa.gov/quality/qs-docs/g9s-final.pdf>)

For more information on data quality guidance, visit EPA's website at www.epa.gov/quality/.

Guidance on Water-Quality-Based Decisions: The TMDL Process. EPA440-4-91-001. April 1991. (http://water.epa.gov/lawsregs/lawsguidance/cwa/tmdl/decisions_index.cfm)

O. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:

The Government does not anticipate formal Conferences/Meetings associated with this effort. The contractor shall immediately notify the EPA Contracting Officer, COR and TOPO of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

P. TECHNICAL DIRECTION

The Contract level COR or an authorized individual is permitted to provide technical direction. technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Performance Work Statement, (2) Comments on and approval of reports or other deliverables. technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

TASK ORDER SOLICITATION TECHNICAL EVALUATION, Amendment 1
TASK ORDER - PR-R5-19-00304

Contractors shall limit their responses to <12> pages or less to describe their organization's Corporate Experience and Key Personnel, using their discretion to decide which criteria to emphasize. Contractors shall limit their responses to 12 pages or less, use font no smaller than 11-point Calibri or Arial (not Arial Narrow), and 1-inch margins. Resumes for as many as 3 team members may be included in appendices (2 pages for each) and will not be counted against the 12-page limit. The transmittal letter and cover page are also excluded from the page limitation.

Proposals will be evaluated on the criteria listed below by the project Technical Evaluation Team on a pass/fail basis. Award will be based on selection of the technically acceptable proposal with the lowest evaluated cost/price. The following elements and acceptability criteria will be used in the technical evaluation of Task Order proposals:

#	Element	Acceptability	Pass	Fail
1	Organizing, planning and executing sampling trips to sample for total phosphorus, ortho-phosphorus and TSS in the water column.	<p>Demonstrates relevant natural resource experience needed to plan and execute water quality chemistry monitoring plans.</p> <p>Demonstrates experience with overcoming unexpected conditions or obstacles in field, such as inaccessible sample sites, equipment failure, etc.</p> <p>Demonstrates experience with executing a sampling plan for the contaminants in this study, under conditions similar to those described in the PWS that are found in the Wisconsin Fox River (Illinois).</p>		
2	Developing, following and directing QAPP procedures.	Demonstrates ability to develop, execute, review and correct activities as necessary		
3	Executing actions to complete a water quality sampling effort to achieve sampling objectives while following State SOPs, State and Federal procedures, protocols, and analytical methods, and water safety requirements.	<p>Demonstrates ability to work with State Partners and meet state and EPA requirements.</p> <p>Demonstrates appropriate and relevant training and experience in field conducting routine water sampling techniques in medium-size rivers, and in water safety rules and procedures.</p> <p>Demonstrates ability to follow Federal and Wisconsin (or similar State) sampling SOPs, procedures and protocols in rivers that are similar in size and conditions to the Wisconsin side of the Fox River in Southeastern Wisconsin. Demonstrates experience in collecting samples under winter and summer field conditions.</p>		

4	Produce written quality assurance and monitoring reports	Provide examples of 2 reports (electronically) as appendices that demonstrate ability to produce technical reports similar to monitoring and QA reports for other monitoring projects (will not count against the 12-page submission limit).		
5	Provide written information to demonstrate Key Personnel qualifications and experience	<p>Provide a summary of information describing Key Personnel qualifications (electronically) demonstrating the contractor's capability to conduct monitoring as described in PWS. Include information on the candidates:</p> <ul style="list-style-type: none"> a. Name, PL#, title, area of expertise, b. Percent of time available for project, c. Education and specialized certifications, d. Relevant project experience (up to 5 examples), and e. Relevant training experience (up to 4 examples) <p>See top of page regarding personnel resumes. Information critical to demonstrating Key Personnel qualifications should be summarized within the 12-page submission.</p>		

PRICE PROPOSAL INSTRUCTIONS
TASK ORDER SOLICITATION
PR-R5-19-00304
Revised 07/31/2019

The following paragraphs supplement the instructions set forth in the contract clause B-1 "Ordering Procedures". These instructions apply to the prime contractor as well as subcontractors and consultants. It is the prime contractor's responsibility to ensure that all instructions are disseminated to subcontractors and consultants.

When subcontract effort is included in the cost proposal, the prime contractor shall submit charts for each contract year and for the aggregate (all years, all hours) which clearly indicate the exact allocation of the specified level of effort among the prime contractor and the proposed subcontractors. Specified labor categories as well as job titles within the labor categories should be identified. Subcontractor detail may be provided by the subcontractor directly to the EPA.

PROPOSED CONTRACT TOTAL LABOR COSTS AND OTHER DIRECT COSTS

Task 1	\$
Task 2	\$
Task 3	\$
Task 4	\$
Task 5	\$
PROPOSED CONTRACT TOTAL	\$

The above price will be used when evaluating offeror proposals. Award will be based on selection of the technically acceptable proposal with the lowest evaluated cost/price.